



NOTICE OF VACANCY

Title: Receptionist/Secretary
Department: Augusta Housing and Community Development
Reports to: Director

Salary: \$22,231.59
Overtime: Non-exempt
Closing Date: 12/23/2008
Job Grade: 39

GENERAL SUMMARY:

Provides clerical support within the guidelines of Augusta, GA codes and ordinances, policies and procedures, departmental rules, and instructions from the Housing and Community Development Director. Reports to the Housing and Community Development Director or other designated person and works with co-workers, vendors, commissioners, and the general public to provide information and services to the public.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receives, researches, and responds to general departmental inquiries.
2. Receives calls and greets visitors to the department and routes each to the correct person or location.
3. Enters and updates appropriate data in departmental computer system.
4. Performs general clerical duties including: sorting/routing mail, photocopying, faxing and/or filing correspondence, records, or documents.
5. Types routine documents as needed by the department staff.
6. Provides assistance to managers as needed.
7. Other duties as assigned.

REQUIREMENTS

Education: High School diploma or GED.

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of documentation, office practices and procedures, IT services provided to users, payroll, procurement, and computer equipment and terminology.
- Proficiency in acquiring and maintaining skill sets on new and evolving administrative support tools.
- Ability to prepare accurate documentation to include reports, memos, etc.
- Familiarity with division, department, and County policies and procedures, and interpersonal relations.
- Proficiency in office automation programs and preparing reports for management.
- Proficiency in analyzing reports and records for discrepancies.
- Mastery of standard office equipment, and multi-line phone system.
- Good communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.
- May supervise and/or train designated subordinate personnel.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789